|  |  |  |
| --- | --- | --- |
| Item # | ***Topic/Activity*** | ***Notes*** |
|  | Welcome | * Cookies and water were served |
|  | Agenda Approval | * Agenda was reviewed and approved |
|  | Membership | * Miguel Mauricio will continue as our student representative * Classified membership will be confirmed at Classified Senate meeting on 9.7.12. Currently Allison Carlson and Margaret Hertstein are confirmed members, however with Margaret’s upcoming retirement; we will need 2 new appointments. * Faculty membership is currently: Joe Meyer, Carol Hernandez, and Danielle Liubicich. * Bob and Kevin will need to determine official membership from management * All campus continue to be welcome to attend and participate |
|  | Program Review Application | * Allison, Ryan, and Christina Goff are on the sub-committee responsible for this. They will meet soon with Eng to review current specs and move the project forward. * Eng has asked for volunteers to be Beta testers. Currently Clint Ryan, Eloine Chapman, Ruth Goodin, and Joe Meyer have volunteered. * Gail agreed to find volunteers from student services * Richard expressed concern about the timing of the release and that this should be a major priority * It was decided the message about individuals using the Word templates and not waiting for the submission tool to complete program review would be included in a comprehensive communication to the campus (described in more detail under agenda items 6 and 8) |
|  | Announcements & Planning Related Committee Reporting | * Kiran has emailed the accreditation timeline to the campus. Standards committees are being formed. Personnel from the Planning committee would be a good fit to join standard 1. Bulk of the work occurs between now and March 2013. * TLC met on 9.5.12. Planning should work closely this year with TLC to connect program review and planning to student learning and assessment. |
|  | Fall 2012 Comprehensive Review | * Ryan presented information to Dept. Chairs. All templates are available on P: drive. * This year we must do BOTH comprehensive and annual program review. * It was decided after much discussion that we should recommend to the president that both be due on the last day of FLEX in the Spring. This will be a FIRM deadline. |
|  | Focused FLEX in Fall 2012 | * This item was postponed until our next meeting. The sub-committee responsible for this event will meet before then to begin development of plans for next steps. |
|  | Program Review Data | * Data is now available through InSite in the SQL reporting tool. * It was decided that a comprehensive email giving instructions on program review templates, getting data, and completing program review will be sent. * Core Indicator trend data will be collected and uploaded to the P: drive by the office of instruction so that it can be analyzed and reported on by faculty. * Tim Clow will be scheduled to do a training on the various SQL reporting tools including program review data and intervention tools that are being developed. |
|  | SENSE Administration | * Student Engagement Survey: Back up administrators are needed. Ruth, Gail, and Danielle volunteered as back-ups. * Issue to remember in the future: All in class surveys should be reviewed by the union before being completed in order to ensure that they are not construed as a faculty evaluation. Next time we should also be sure that we communicate more directly with both Senates and management council in order to garner greater support from these bodies. |
|  | InSite Planning Page | * This item was deferred to our next meeting. |
|  | Other – Semester Schedule | * With all that must be done this semester, working subgroups should expect to meet regularly between meetings. |

Note-taker: Ruth Goodin